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| **Prowadzący** | Dr Aneta Karasek |
| **Oferta PJO\*** | ~~TAK~~ / NIE\*\* |
| **Oferta PJOE\*** | TAK / ~~NIE\*~~\* |
| **Kierunek, rok, stopień dla PJO (\*obowiązkowe)** |  |
| **Semestr roku 2022/2023** | zimowy / ~~letni\*\*~~ |

\* PJO – przedmiot w języku obcym dla studentów polskich / PJOE – przedmiot w języku obcym dla studentów Erasmus+  
\*\* zostawić właściwe

BASIC INFORMATION ABOUT THE SUBJECT (INDEPENDENT OF THE CYCLE)

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| **Module name** | Interpersonal Skills: Developing Effective Relationships |
| **Erasmus code** |  |
| **ISCED code** |  |
| **Language of instruction** | English |
| **Website** | <https://www.umcs.pl/en/courses-in-english-2021-2022,21582.htm>  (dla PJOE) |
| **Prerequisites** | - |
| **ECTS points hour equivalents** | Contact hours (work with an academic teacher): 30  Total number of hours with an academic teacher: 30  Number of ECTS points with an academic teacher: 3 Non-contact hours (students' own work): 30 Total number of non-contact hours: 30 Number of ECTS points for non-contact hours: 3  Total number of ECTS points for the module: 6 |
| **Educational outcomes verification methods** | Active participation in the classes, the preparation of a oral presentation and final project. |
| **Description** | The module covers the knowledge of possibilities of improving interpersonal skills and ways of developing effective relationships in workplace.  The main objectives of the course are:  1.improving interpersonal skills  2.developing effective relationships in workplace  3.learning a broad variety of skills supporting communication at work |
| **Reading list** | 1. D.A. Whetten, K. S. Cameron, Developing Management Skills, Prentice Hall; 8 edition, 2011 2. J.Keyton, Communication and organizational culture : a key to understanding work experiences, SAGE Publishing, 2011 3. P.Cobley, P.Schulz (Eds.), Theories and models of communication, de Gruyter Mouton, 2013 4. G.Cheney, S. May, D.Munshi (eds.),The handbook of communication ethics, New York : Routledge, 2011 5. International Dimensions of Organizational Behavior by Nancy J. Adler, Allison Gundersen, (5th Edition), South-Western College Pub; 005 edition (June 29, 2007) 6. The 7 Habits of Highly Effective. Powerful Lessons in Personal Change, byStephen R. Covey, Free Press; Revised edition (November 9, 2004) 7. Primal Leadership by Daniel Goleman, Richard Boyatzis, Annie McKee,Boson: Harvard Business School Press, (2004) 8. Training in Interpersonal Skills by Stephen P.Robbins, (5th Edition), Prentice Hall; 5 edition (May 19, 2008) 9. A. Pressman, Design Thinking: A Guide to Creative Problem Solving for Everyone, Routledge; 1 edition, 2018. 10. T. Brown, J. Wyatt,Design thinking for social innovation.Development Outreach,2010, 12(1), 29-43. |
| **Educational outcomes** | KNOWLEDGE  1. related to process of communication  2. related to emotional intelligence  3. related to conflict management  SKILLS  1. of creative problem solving  2. of public presentation  3. of team work  ATTITUDES  1. being open for others and understanding differences between people  2. cooperation in solving problems |
| **Practice** | n/a |

INFORMATION ABOUT CLASSES IN THE CYCLE

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| **Website** | <https://www.umcs.pl/en/courses-in-english,21103.htm>  (dla PJOE) |
| **Educational outcomes verification methods** | Active participation in the classes, the preparation of a oral presentation and final project. |
| **Comments** | - |
| **Reading list** | 1. D.A. Whetten, K. S. Cameron, Developing Management Skills, Prentice Hall; 8 edition, 2011 2. J.Keyton, Communication and organizational culture : a key to understanding work experiences, SAGE Publishing, 2011 3. P.Cobley, P.Schulz (Eds.), Theories and models of communication, de Gruyter Mouton, 2013 4. G.Cheney, S. May, D.Munshi (eds.),The handbook of communication ethics, New York : Routledge, 2011 5. International Dimensions of Organizational Behaviorby Nancy J. Adler, Allison Gundersen, (5th Edition), South-Western College Pub; 005 edition (June 29, 2007) 6. The 7 Habits of Highly Effective. Powerful Lessons in Personal Change, byStephen R. Covey, Free Press; Revised edition (November 9, 2004) 7. Primal Leadership by Daniel Goleman, Richard Boyatzis, Annie McKee,Boson: Harvard Business School Press, (2004) 8. Training in Interpersonal Skills by Stephen P.Robbins, (5th Edition), Prentice Hall; 5 edition (May 19, 2008) 9. A. Pressman, Design Thinking: A Guide to Creative Problem Solving for Everyone, Routledge; 1 edition, 2018. 10. T. Brown, J. Wyatt,Design thinking for social innovation.Development Outreach,2010, 12(1), 29-43. |
| **Educational outcomes** | KNOWLEDGE  1. related to process of communication  2. related to emotional intelligence  3. related to conflict management  SKILLS  1. of creative problem solving  2. of public presentation  3. of team work  ATTITUDES  1. being open for others and understanding differences between people  2. cooperation in solving problems |
| **A list of topics** | 1. Importance of interpersonal skills in the workplace 2. Process and functions of communication 3. Verbal and Non-verbal communication 4. Self awareness 5. Emotional Intelligence 6. Listening skills 7. Interpersonal Relationships Development 8. Managing conflicts 9. Conflict management 10. Creative problem solving 11. Teamwork 12. Empathy 13. Creating solutions 14. Decision making 15. Presentation Skills |
| **Teaching methods** | Workshop, Case study, problem discussion, learning by doing, design thinking tools |
| **Assessment methods** | Class contributions, attendance, oral presentation, final project |